

Guidelines for Preparation of Project Report

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General Guidelines

Submission: Upload the pdf version of project report that is prepared as per the following instructions to the Moodle. Name the report as **Surname_Initials_IndexNo_Report**.

Length: There should be at least 50 pages.

Lettering: Times New Roman. Font size 12 – for content and 14 for chapter titles and section headers. Section headers and chapter titles should be in bold face.

Spacing: Single line spacing Margins: Left, 1-1/4 inches; top, bottom, and right, 1 inch.

Sections/sub sections: The report must be structured with the sections listed under the ‘Body of the report’ given below. The Arabic numbering system must be used for numbering of Sections/Subsections.

Tables and Figures: All Tables and Figures must be named with captions, and clearly cited inside the text.

References and Citations: The list of references must be arranged in the alphabetical order of the name of the first author, and numbered in square brackets. The corresponding number of a reference must be used to cite the particular work inside the text. All items in the list of references must be cited inside the text. See the sample for references and citations (Appendix A).

Page numbering: All page numbers must be centered at the bottom of each page. Roman numbering must be used for the pages before the body of the text. The title page should not be numbered. Arabic numbers must be used for the page numbers of the body of the report.

Report Template: Pages from 3-14 cover project report template

ITE 1942 – ICT PROJECT

PROJECT REPORT

Level 01

<<Project Title>>

Submitted by:

<<Student Name>>

<<Index Number>>

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1. Introduction

<<This is the first chapter of your project report. Introduce your problem here. It should be presented under several sections. Introduction chapter should cover the details about your programmable problem, why it is important to develop a computer based solution for that problem. >>

1.1 Back ground & Motivation

This should contain the following.

- Identify needs or problems to be addressed.
- Impact of problem to relevant users.
- You can also refer existing solutions for your problem and brief them here.

1.2 Problem in brief

- State in details, what your problem is
- Very briefly explain the solution for the problem as the last paragraph.

1.3 Aims & Objective

Aim and objectives should cover your project goals.

Under this sub section expand the following.

- State what your aim is – i.e. what are you going to do in the project.

Write a sentence similar to ‘The aim of this project is to develop a system for **addressing** <<your problem>>.’

- State all objectives which should be accomplished to achieve your aim.

The following can be the most general objectives of any project, but you can define more specific objectives to suit your project

- Critical analysis of system requirements
- Design and develop a system for solving the problem
- Evaluation of the proposed system

1.4 Summary

- Summarize content of this chapter here and link to what should the content of next chapter be.

2. Related Work

<<In this chapter you should describe what are the challenges associated with your problem, and what other solutions are there in detail. You should cite other systems/solutions and discuss how they handle the problem you are going to solve in detail. Length of this chapter should be at least 4-5 pages. Subsections can be defined as you want>>

3. Systems Analysis

<<This chapter covers analysis of all functional and non-functional requirements. It is important to analyze each and every process of your project in detail and present all these identified requirements clearly. No requirements that come under your scope of the project should be avoided. Sections and sub sections may vary according to your project. In general, following sections can be included. >>

3.1 System requirements

<<present all the requirements that you have addressed in your project in detail. >>

3.2 Functional requirements

<<present all functional requirements that you have addressed here in detail. >>

3.3 Non-functional requirements

<<present all non-functional requirements that you have addressed here in detail. >>

3.4 Summary

<<Chapter summary should go here>>

4. System Design

<<The design of your solution should come here. How each and every functional requirement is modeled using pseudocodes and flow charts together with their input and output should be clearly shown in this section. It is important to have few complex diagram rather having one or two very simple flowcharts. Length of the chapter is proportional to the quality of your project. In general, following subsections can be included in this chapter>>

4.1 flow charts

<< Description of each and every flow chart will come here. Any number of sub sections can be included according to your project requirements>

4.2 Pseudocodes

<< Description of pseudocodes should come here. Additional number of sub sections can be included according to your project requirements >

4.3 Summary

<<Chapter summary should go here>>

5. System Implementation

<<Details related to system implementation should come here. You should provide a selected number of user interfaces of your system. Only a few selected set of codes may include here. Additional codes should be included in the appendix. Implementation of your designed solution together with relevant inputs and generated outputs should be clearly presented in this section. Subsections may vary according to the scope of your project. Each subsection should cover major processes in your project and their corresponding implementation. Hence related titles for subsections should be selected accordingly >>

6. Appendix

<< Additional details about user interfaces, coding and other relevant details should go here.
If you need more than one appendix then appendixes should be named as Appendix A,
Appendix B, etc... >>

7. References

Provide a list of supporting material for your project here following the guidelines given above. It may be:

- Nature of the company if you trying to address a problem associated to particular company
- Research materials
- Books, web links
- Other relevant information or correspondence.

Follow the Guidelines in Appendix B when preparing the list of references.

References The reference styles for Books, Journal papers, papers in conference proceedings and web pages are slightly different. However, all reference styles report on essential information such as author, year, title of the paper and publisher in the given order. The number appearing within square brackets in front of each entry is used to cite the particular reference inside the body of the text.

Book References Author(s). Book title. Location: Publishing Company, year, pp.

e.g.

[1] I.Bratko. Prolog Programming for Artificial Intelligence. Boston,USA: Pearson Education, 2007, pp55-125.

Journal Papers Author(s). “Article title”. Journal title, vol., pp, date.

e.g.

[2] A.B. Perera. “Applications of Ontological Modeling”. Journal of Ontology, vol.33, pp66-89, 2003.

Papers in conference proceedings Author(s). “Article title”. Conference proceedings, year, pp.

e.g.

[3] T.W.Soyza and N.S.David. “Web-based system for managing students”, In Proceedings of the International Conference on Information and Automation for Sustainability, December 12-14, 2008, pp 80-85.

Web References Author(s)*. “Title”. Internet: complete URL, date updated* [Date accessed]

e.g.

[4] NAE. “National Academy of Engineering of the national Academies-Publications”. Internet: <http://www.nae.edu/Publications.aspx>, Jul. 26, 2012 [Aug. 20, 2012]

* Exclude if cannot find this information

Citations The paragraph below shows the use of citations within the body of the text to refer to items in the list of reference.

e.g.

A Data Flow Diagram (DFD) is a graphical representation of the “flow” of Student Information System. A data flow diagram can also be used for the visualization of Data Processing [2].



Citation